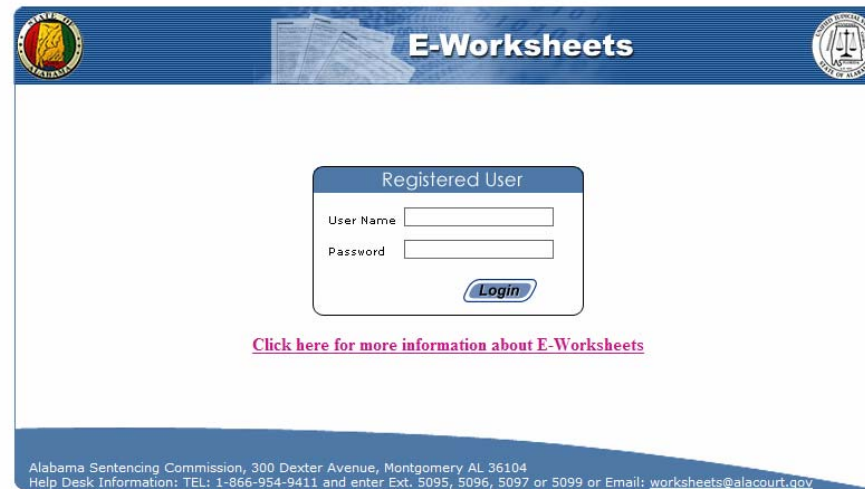


E-Worksheets Instructions Manual



The screenshot shows a web interface for the Alabama Sentencing Commission's E-Worksheets system. At the top, there is a blue header bar with the Alabama state seal on the left, the text "E-Worksheets" in the center, and the Alabama Sentencing Commission seal on the right. Below the header, the main content area is white. In the center, there is a "Registered User" login box. This box contains two input fields: "User Name" and "Password", each followed by a text entry box. Below these fields is a blue "Login" button. Underneath the login box, there is a pink text link that says "Click here for more information about E-Worksheets". At the bottom of the page, there is a blue footer bar containing the following text: "Alabama Sentencing Commission, 300 Dexter Avenue, Montgomery AL 36104" and "Help Desk Information: TEL: 1-866-954-9411 and enter Ext. 5095, 5096, 5097 or 5099 or Email: worksheets@alacourt.gov".

Alabama Sentencing Commission, 300 Dexter Avenue, Montgomery AL 36104
Help Desk Information: TEL: 1-866-954-9411 and enter Ext. 5095, 5096, 5097 or 5099 or Email: worksheets@alacourt.gov

**Alabama Sentencing Commission
300 Dexter Avenue, Suit 2-230
Montgomery, AL 36104
334.954.5096**

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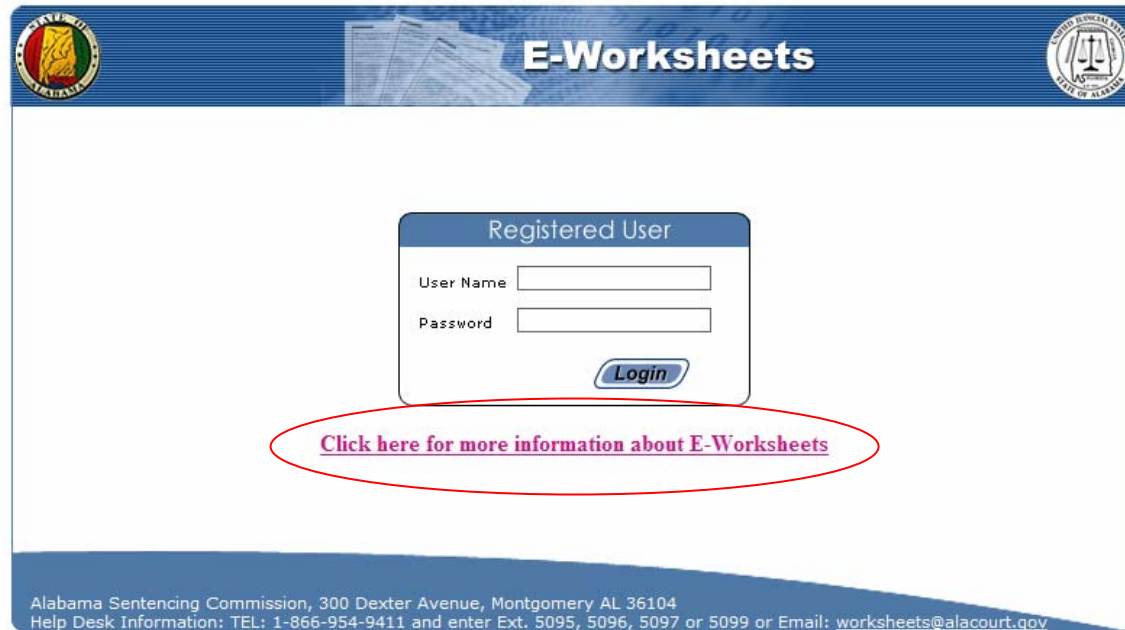
Introduction

The electronic worksheets application (E-Worksheets) is a web-based tool designed to assist judges, district attorneys, probation officers, and whomever the judge may designate in completing the worksheets in applicable cases. This application, which is designed to replace the manual forms and reduce the time needed to complete and submit the worksheet and sentencing information, will be available for those users who are designated by the judge to complete the worksheets. Only the judge, district attorney, probation officers and individuals designated by the judge will be authorized to use the E-Worksheets application.

For those who are not designated as official worksheet preparers, the option is available for completing nonofficial worksheets online. The log-on page has a link [Click here for more information about E-Worksheets](#) that will allow non-registered users to choose from the three different worksheets (drugs, property, and personal). These worksheets have the same interactive functionality, however, the system does not save the information to the Sentencing Commission's database as the official record.

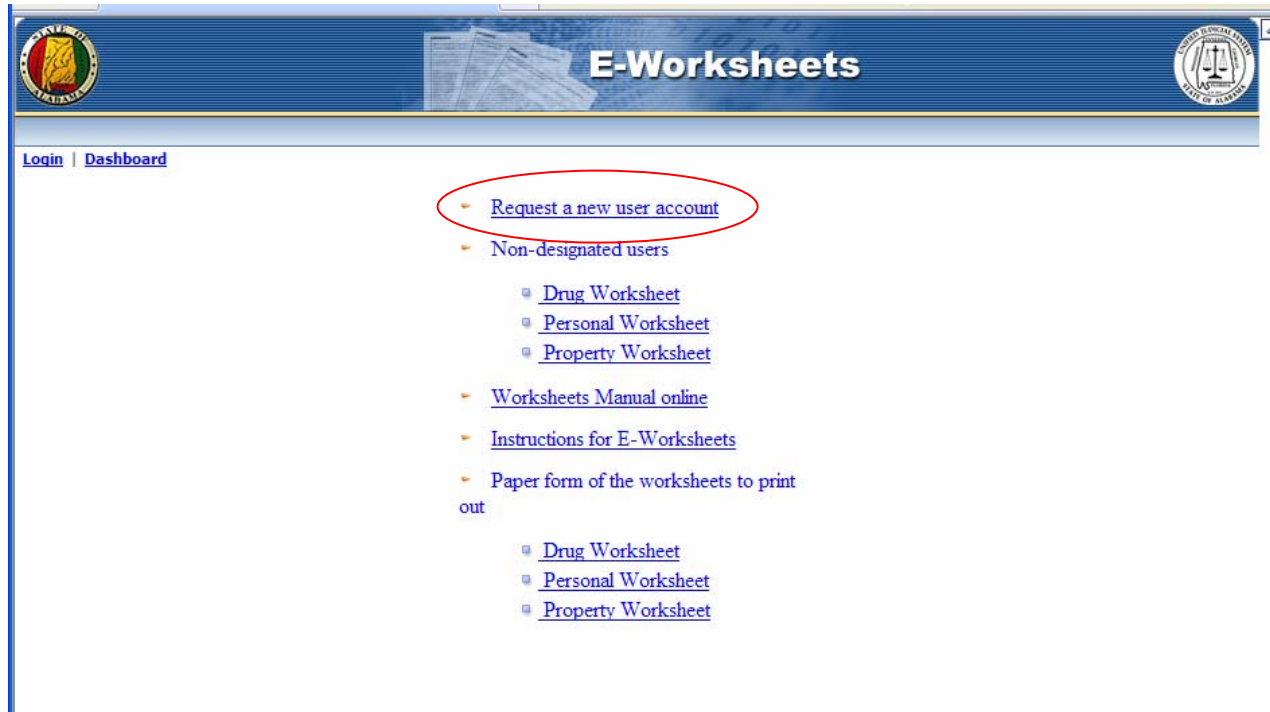
Getting Started

If you are officially designated by a judge to complete the worksheets, you will need to obtain a username and password to log into the E-Worksheets application. To register, go to <http://worksheets.alacourt.gov> and click on the [Click here for more information about E-Worksheets link](#).



The screenshot shows the 'E-Worksheets' login interface. At the top, there is a blue header with the Alabama state seal on the left, the title 'E-Worksheets' in the center, and the Alabama Judicial Branch seal on the right. Below the header is a white login box titled 'Registered User'. Inside this box are two input fields: 'User Name' and 'Password', each followed by a text entry box. Below these fields is a blue 'Login' button. Below the login box, the text '[Click here for more information about E-Worksheets](#)' is displayed and circled in red. At the bottom of the page, a blue footer contains the following text: 'Alabama Sentencing Commission, 300 Dexter Avenue, Montgomery AL 36104' and 'Help Desk Information: TEL: 1-866-954-9411 and enter Ext. 5095, 5096, 5097 or 5099 or Email: worksheets@alacourt.gov'.

Click on the link [Request a new user account](#).





New Registration

Complete the entire form and click Submit. An email will be sent to the Alabama Sentencing Commission requesting a new user account. You will receive an email with your username and password once your account has been activated.



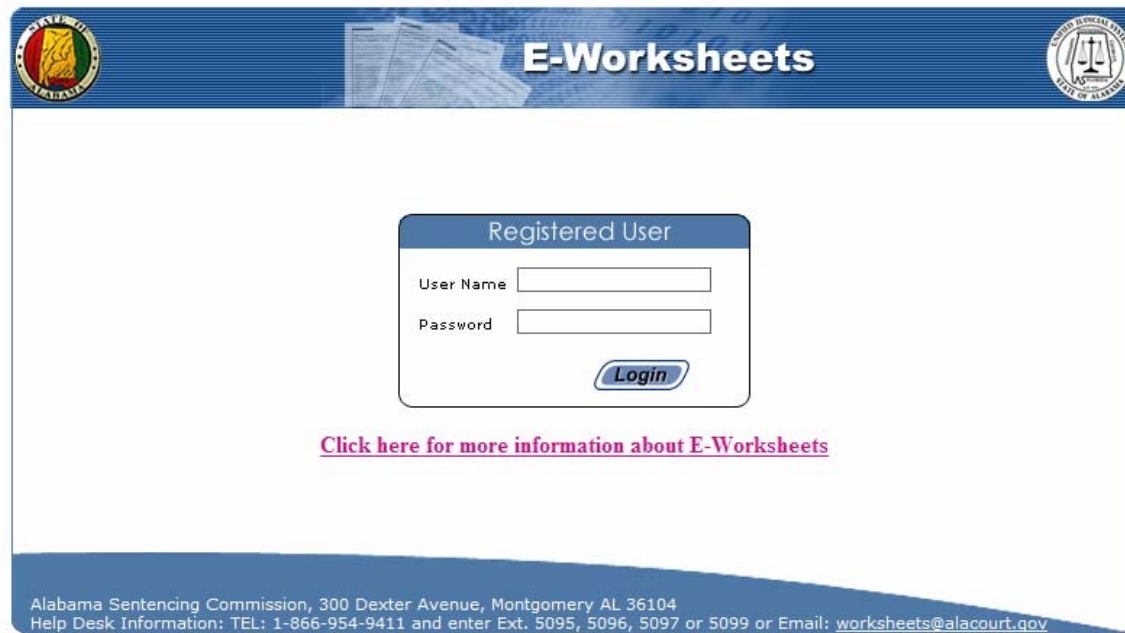
The form is titled "E-Worksheets" and "NEW REGISTRATION". It includes fields for Last Name, First Name, Middle Name, Address, City, State, Zip, Email Address, County, and Phone Number. There are also dropdown menus for User Type and County, and a text area for Comments. The form is styled with a blue header and a light blue background.

						E-Worksheets		
NEW REGISTRATION								
Last Name: *	<input type="text"/>	First Name: *	<input type="text"/>	Middle Name:	<input type="text"/>			
Address:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text" value="AL"/>			
Zip:	<input type="text"/>	Email Address: *	<input type="text"/>	Ph No: *	<input type="text"/>	<input type="text"/>	<input type="text"/>	
User Type: *	<input type="text" value="Select Usertype"/>	County: *	<input type="text" value="Select County"/>					
Comments:	<input type="text"/>							
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Login"/>								

Logging into E-Worksheets for Designated Worksheet Preparers

Once you enter the web address <http://worksheets.alacourt.gov>, the default screen is the log-in page.

1. Enter your username.
2. Enter your password.
3. Click Login.



The screenshot shows the login interface for the E-Worksheets system. At the top, there is a blue header bar with the Alabama State Seal on the left, the text "E-Worksheets" in the center, and the Alabama Judicial System seal on the right. Below the header, the main content area is white. In the center, there is a "Registered User" login box. This box contains two input fields: "User Name" and "Password", each followed by a text entry box. Below these fields is a blue "Login" button. Underneath the login box, there is a pink link that says "Click here for more information about E-Worksheets". At the bottom of the page, a blue footer bar contains the following text: "Alabama Sentencing Commission, 300 Dexter Avenue, Montgomery AL 36104" and "Help Desk Information: TEL: 1-866-954-9411 and enter Ext. 5095, 5096, 5097 or 5099 or Email: worksheets@alacourt.gov".

At the time of your first login, you will be prompted to change your password. You may choose to change your generic password to a more meaningful password that you can easily remember. ***Please remember your Password because it is encrypted in our database and we cannot retrieve it for you.*** If you do happen to forget your password, contact us and we can assign you a new password.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#) You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

CHANGE PASSWORD

CHANGE PASSWORD

New Password: *

Confirm Password: *

Save Cancel

HEARING DESCRIPTIONS

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET
- ☐ ARRAIGNMENT
- ☐ PROBATION
- ☐ PRELIMINARY HEARING
- ☐ CALL DOCKET

CALENDAR

<< < August 2007 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Change page: 1 2 3 4 5 6 7 8 9 10 | Displaying page 1 of 10, items 1 to 19 of 183.

The Dashboard

After logging in, you will see what is called the Dashboard. The Dashboard is a listing of pending felony cases filed for each defendant, listed alphabetically by the defendant's last name. Based on your username, which is associated with a particular judge and his/her jurisdiction, you will only be able to see cases filed for the county(ies) of that circuit. The county tab(s) is located at the top of the defendant's listing. If multiple county tabs are present, click on each tab to see cases filed within that county.



The screenshot displays the E-Worksheets Dashboard. At the top, there's a header with the E-Worksheets logo and navigation links: Dashboard, Search, and Logoff. Below this, a status bar indicates the date (Wednesday, August 01, 2007) and the user's login information (MELISA.MORRISON). The main section is titled "DASHBOARD" and features a list of defendants under the "Cases" tab. A red arrow points to the "Henry" tab, which is circled. The list of defendants includes names like ADAMS ANITA MICHELLE, ANDERS TERRY, ANDERSON RYAN, and others, each with a corresponding city. To the right, there's a sidebar with "HEARING DESCRIPTIONS" (listing various hearing types with checkboxes) and a "CALENDAR" for August 2007.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#)

You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

DASHBOARD

[All](#) [A-C](#) [D-F](#) [G-I](#) [J-L](#) [M-O](#) [P-R](#) [S-U](#) [V-X](#) [Y-Z](#)

Cases [MERGE](#) [ADD NEW CASES](#)

Henry

Defendant Name	City
ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE
ARRINGTON ALMAD LEVAR	DOTHAN
ASHLEY CHARLES RAIFORD	PEACHTREE CITY
BAILEY JAMES WILLIAM	SLOCOMB
BAKER CALVIN TERRELL	ABBEVILLE
BENSON LUCINDA B	COLUMBIA
BENTON DANIEL DEAN	HEADLAND
BENTON MICHAEL DANIEL	DOTHAN
BIGHEMS JOHNIE MACK	HEADLAND
BILLS ROBERT LEE	FIVE POINTS
BLACKMON JEREMY DEVENCE	SHORTERVILLE
BLANKENSHIP BILLY HUGH	ABBEVILLE
BOATWRIGHT JAMES RICKY	ABBEVILLE
BRADLEY ALLEN KEITH	EUFULA
BRADLEY CHARLES	EUFULA
BRASWELL WILLIAM WAYNE	EUFULA

Change page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) | Displaying page 1 of 10, items 1 to 19 of 183.

HEARING DESCRIPTIONS

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET
- ☐ ARRAIGNMENT
- ☐ PROBATION
- ☐ PRELIMINARY HEARING
- ☐ CALL DOCKET

CALENDAR

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Calendar

To narrow down the list of felony cases filed on the Dashboard, you can choose a Hearing Description from the list and click on a date from the calendar. The Dashboard will only load pending cases filed with that particular description on the date chosen from your selected criteria.

The screenshot shows the E-Worksheets Dashboard. At the top, there are tabs for Dashboard, Search, and Logoff. The user is logged in as MELISA, MORRISON. The date is Wednesday, August 01, 2007. The dashboard displays a list of cases with columns for Defendant Name and City. A sidebar on the right contains a 'HEARING DESCRIPTIONS' section with checkboxes for various case types, and a 'CALENDAR' section showing the month of August 2007. The calendar is currently displaying the week of August 1st to 7th. The sidebar is circled in red.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#)

You're currently logged in as : MELISA, MORRISON Woodham Charles ,Anderson
Larry ,Holloway Denny ,Jackson Edward ,Little Charles

DASHBOARD

[All](#) [A-C](#) [D-F](#) [G-I](#) [J-L](#) [M-O](#) [P-R](#) [S-U](#) [V-X](#) [Y-Z](#)

Cases

[Henry](#)

Defendant Name **City**

ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE
ARRINGTON ALMAD LEVAR	DOTHAN
ASHLEY CHARLES RAIFORD	PEACHTREE CITY
BAILEY JAMES WILLIAM	SLOCOMB
BAKER CALVIN TERRELL	ABBEVILLE
BENSON LUCINDA B	COLUMBIA
BENTON DANIEL DEAN	HEADLAND
BENTON MICHAEL DANIEL	DOTHAN
BIGHEMS JOHNIE MACK	HEADLAND
BILLS ROBERT LEE	FIVE POINTS
BLACKMON JEREMY DEVENCE	SHORTERVILLE
BLANKENSHIP BILLY HUGH	ABBEVILLE
BOATWRIGHT JAMES RICKY	ABBEVILLE
BRADLEY ALLEN KEITH	EUFULA
BRADLEY CHARLES	EUFULA
BRASWELL WILLIAM WAYNE	EUFULA

[MERGE](#) [ADD NEW CASES](#)

HEARING DESCRIPTIONS

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET
- ☐ ARRAIGNMENT
- ☐ PROBATION
- ☐ PRELIMINARY HEARING
- ☐ CALL DOCKET

CALENDAR

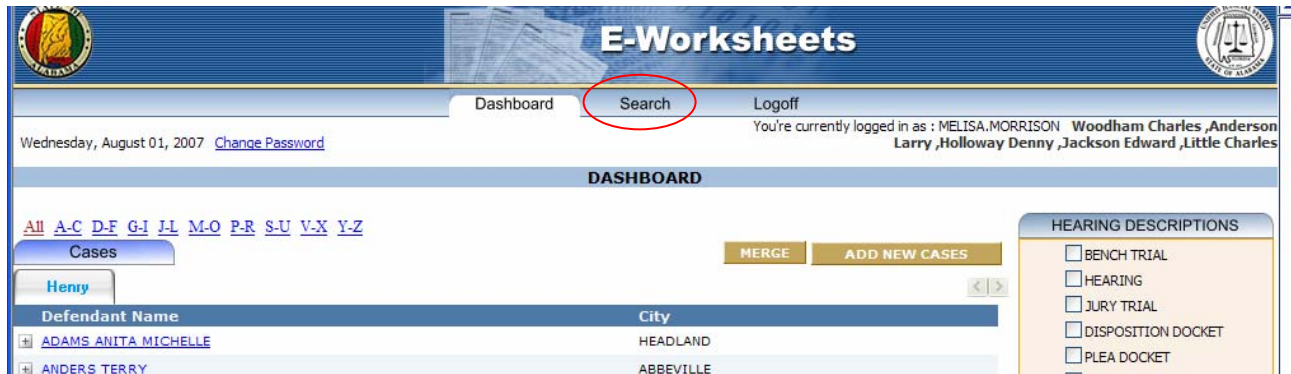
August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Change page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) | Displaying page 1 of 10, items 1 to 19 of 183.

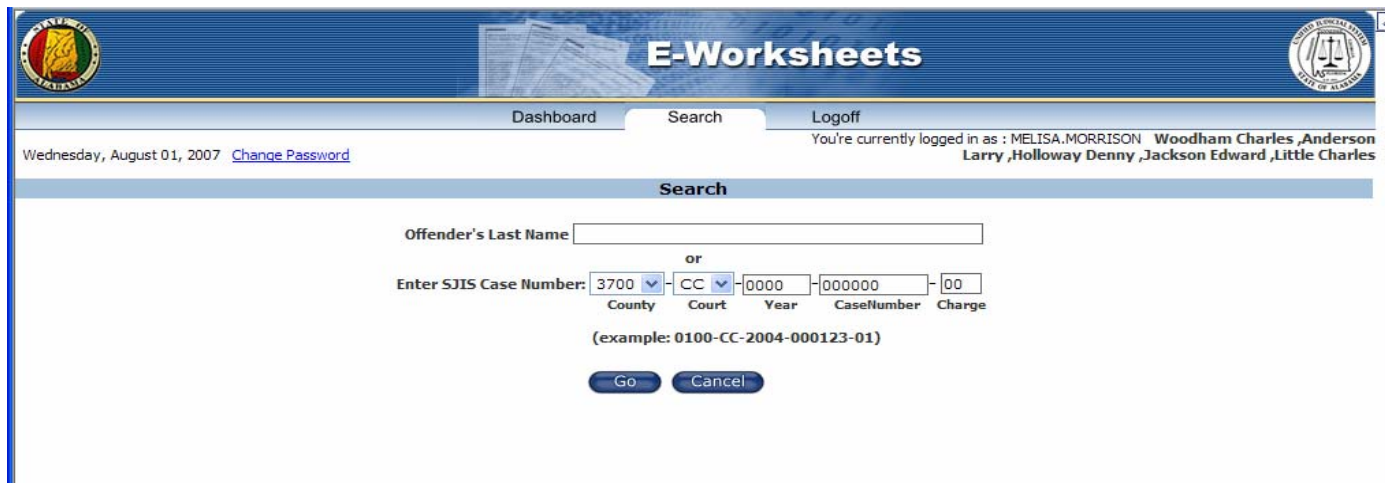
Search

To search for a defendant, click on the Search tab located next to the Dashboard tab.



The screenshot shows the E-Worksheets application interface. At the top, there is a navigation bar with tabs for "Dashboard", "Search", and "Logoff". The "Search" tab is highlighted with a red circle. Below the navigation bar, the date "Wednesday, August 01, 2007" and a "Change Password" link are visible. The user is logged in as "MELISA, MORRISON". The main content area is titled "DASHBOARD" and features a "Cases" section with a "Henry" button. A table lists defendants: "ADAMS ANITA MICHELLE" from "HEADLAND" and "ANDERS TERRY" from "ABBEVILLE". On the right, there is a "HEARING DESCRIPTIONS" section with checkboxes for "BENCH TRIAL", "HEARING", "JURY TRIAL", "DISPOSITION DOCKET", and "PLEA DOCKET".

You can search by a defendant's last name or a specific casenumber.



The screenshot shows the E-Worksheets application interface with the "Search" tab selected. The search form includes a text input for "Offender's Last Name" and a section for "Enter SJIS Case Number". This section contains dropdown menus for "County" (3700), "Court" (CC), and "Year" (0000), followed by a text input for "CaseNumber" (000000) and a "Charge" dropdown (00). An example case number "0100-CC-2004-000123-01" is provided. "Go" and "Cancel" buttons are at the bottom.

Adding a Case to the Dashboard

If a defendant is not listed on the Dashboard, you can manually add him/her by adding a new casenumber. From the Dashboard, click on the button Add New Cases. Type in the casenumber following the example stated. Once the casenumber has been successfully added to the Dashboard, the defendant's name will appear in alphabetical order by last name.

The screenshot shows the E-Worksheets Dashboard. At the top, there's a header with the Alabama state seal and the text "E-Worksheets". Below the header, there's a navigation bar with "Dashboard", "Search", and "Logoff". The user is logged in as MELISA.MORRISON. The dashboard displays a list of defendants with columns for "Defendant Name" and "City". The "ADD NEW CASES" button is highlighted with a red circle. To the right, there's a sidebar with "HEARING DESCRIPTIONS" and a "CALENDAR" for August 2007.

Dashboard Header: E-Worksheets

Navigation: Dashboard Search Logoff

User Info: You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

DASHBOARD

Filters: All A-C D-E G-I J-L M-O P-R S-U V-X Y-Z

Buttons: Cases MERGE ADD NEW CASES

Defendant List:

Defendant Name	City
ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE
ARRINGTON ALMAD LEVAR	DOTHAN
ASHLEY CHARLES RAIFORD	PEACHTREE CITY
BAILEY JAMES WILLIAM	SLOCOMB
BAKER CALVIN TERRELL	ABBEVILLE
BENSON LUCINDA B	COLUMBIA
BENTON DANIEL DEAN	HEADLAND
BENTON MICHAEL DANIEL	DOTHAN
BIGHAMS JOHNIE MACK	HEADLAND
BILLS ROBERT LEE	FIVE POINTS
BLACKMON JEREMY DEVENCE	SHORTERVILLE
BLANKENSHIP BILLY HUGH	ABBEVILLE
BOATWRIGHT JAMES RICKY	ABBEVILLE
BRADLEY ALLEN KEITH	EUFULA
BRADLEY CHARLES	EUFULA
BRASWELL WILLIAM WAYNE	EUFULA

HEARING DESCRIPTIONS:

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET
- ☐ ARRAIGNMENT
- ☐ PROBATION
- ☐ PRELIMINARY HEARING
- ☐ CALL DOCKET

CALENDAR: August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Page Info: Change page: 1 2 3 4 5 6 7 8 9 10 | Displaying page 1 of 10, items 1 to 19 of 183.

Step 1: Collecting Information to Complete the Worksheet

The first step in completing a worksheet is to collect all pertinent information related to your defendant. This information includes prior criminal history, sentencing information, youthful offender or juvenile adjudications, and pre-/post-sentence investigation reports. This information is available through E-Worksheets by clicking on the defendant's name. *A new window will appear called Name Details. This site is site in the Administrative Office of Courts' NameMaster application. From this screen, click on the Priors button to view charges for a particular defendant listed by county. This information reflects prior convictions contained in AOC and CJIS computer systems. It may not include all convictions, such as those found through an NCIC search.*

AOC Name Master - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address <http://namemaster.alacourt.gov/NameDetails.aspx?Token=c993c942-796b-4c94-9d87-f101628c9c25&NameID=20050047> Go Links

NAME DETAILS

PERSONAL INFORMATION CLOSE WINDOW RECENT UPDATES ALSTARS JOURNAL PRIORS ME

REFERENCE ID: 200500477925

Demographics: EDIT	Characteristics: EDIT
Name: XXXXXXXXXXXXXXXXXXXX	Hair: black
Alias: No Alias	Eyes: brown
DOB: XXXXXXXX AGE: XXXXXXXX	Weight: 168
Death:	Height: 5'08"
Identifications: EDIT	Race: black
SSN #: XXXXXXXXXXXX	Sex: F
DL #: XXXXXXXXXXXX	ID Marks: No Marks Found

Youthful Offender and Juvenile Cases

To view youthful offender or juvenile delinquency adjudications, click on the YO Cases and JU Cases buttons. These buttons are only available after clicking on the Priors button located in NameMaster. The information provided is confidential and available only for purposes of completing the worksheets. These records may not be released for the general public and unauthorized distribution of this information is a criminal offense.

PREVIOUSLY RETURNED INFORMATION ON RECORD SEARCH

COUNTY: RUSSELL (57)
APPLICATION: WORKSHEETS

KNOWN RELATIONSHIPS FOR 2005004779XXXXXXXXXXXX

PRINT PRIORS

PERSONAL INFORMATION

DRIVER HISTORY

YO CASES

JU CASES

CASE NUMBER	PARTY TYPE	CHARGES	COURT ACTION	DATE
XXXXXXXXXXXX	DA	SPEEDING	GUILTY PLEA	11/15/1993
XXXXXXXXXXXX	S DA	DRIVE W/SUSPENDED	GUILTY PLEA	1/18/2000

COURT ORDERED MONIES: \$334.80

Electronic Pre-Sentence Investigation Reports

Pre-sentence or post-sentence investigation reports (PSI) prepared by probation and parole officers are available through E-Worksheets. This report contains details of the offense committed. To view an electronic PSI, click on the E-PSI button.

PREVIOUSLY RETURNED INFORMATION ON RECORD SEARCH

COUNTY: RUSSELL (57)
APPLICATION: WORKSHEETS

KNOWN RELATIONSHIPS FOR 200500477925XXXXXXXXXXXX

PRINT PRIORSPERSONAL INFORMATIONDRIVER HISTORYYO CASESJU CASESE-PSI

CASE NUMBER	PARTY TYPE	CHARGES	COURT ACTION	DATE
XXXXXXXXXXXX	DA	SPEEDING	GUILTY PLEA	11/15/1993
XXXXXXXXXXXX	S DA	DRIVE W/SUSPENDED	GUILTY PLEA	1/18/2000

COURT ORDERED MONIES: \$334.00

Covington

Additional Information about a Casenumber

Information regarding a casenumber is available by clicking on the casenumber. A new window will appear which includes another site in what the Administrative Office of Courts refers to as V2 Alacourt.

Address <http://v2.alacourt.com/frmCaseDetailCC.aspx?County=24&Div=CC&CaseNumber=2400CC200600009700&IR%20Zvt9yQ5w8xCBwb8M81w=MTAyO> Links

Print Case

County: **24 - CRENSHAW** Case Number: **CC-2006-000097.00**
Name: **XXXXXXXXXXXXXXXXXXXX**
Charge: **CPF2**

Case

[See Case Detail Record from Alacourt.com version 1.](#)

Case Information			
County:	24	Case N°:	CC-2006-000097.00
	CRENSHAW	JID:	HEM H. EDWARD MCFERRIN
Filed:	07/24/2006	DEF status:	O Other
AAGCY:	C County	Muni N°:	00
Arrest date:	01/09/2006	ORI:	0240000
Offe date:		City:	WALTON
Indict date:	07/24/2006	Officer:	
Grand jury:	200645	Ticket N°:	
Atty 1:	TOW005-A		
Tracking N°s:	GJ200600004500/DC200600008100/WR200600000500		
Date:	08/04/2006	Que:	001
Time:	09:00 AM	Desc:	ARRG ARRAIGNMENT

Step 2: Viewing Cases Filed for a Defendant

Click on the plus sign located to the left of the defendant's name.

The screenshot displays the E-Worksheets web application. At the top, there is a header with the Georgia state seal on the left, the title "E-Worksheets" in the center, and the Georgia Judicial Branch seal on the right. Below the header is a navigation bar with "Dashboard", "Search", and "Logoff" links. A status bar indicates the date "Wednesday, August 01, 2007" and a "Change Password" link. It also shows the user is logged in as "MELISA MORRISON" and lists several names: "Woodham Charles, Anderson Larry, Holloway Denny, Jackson Edward, Little Charles".

The main content area is titled "DASHBOARD". It features a tabbed interface with "Cases" selected. Above the cases list are buttons for "MERGE" and "ADD NEW CASES". To the right of the cases list is a "HEARING DESCRIPTIONS" section with a list of checkboxes for various hearing types: BENCH TRIAL, HEARING, JURY TRIAL, DISPOSITION DOCKET, PLEA DOCKET, PRETRIAL HEARING, SENTENCE DOCKET, ARRAIGNMENT, PROBATION, PRELIMINARY HEARING, and CALL DOCKET.

The "Cases" tab displays a table with two columns: "Defendant Name" and "City". The table lists several defendants, each with a plus sign icon to the left of their name. The defendant "APLIN SANDRA GAIL" is highlighted, and its plus sign icon is circled in red.

Defendant Name	City
ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE
ARRINGTON ALMAD LEVAR	DOTHAN
ASHLEY CHARLES RAIFORD	PEACHTREE CITY
BAILEY JAMES WILLIAM	SLOCOMB

Information regarding that particular defendant is expanded to display the case or cases filed. The information displayed is:

1. Casenumber
2. Filing Date
3. Judge's Initials (JID)
4. Worksheet Status
 - a. Not Started – The worksheets have not been completed.
 - b. In Progress – The worksheets have been partially completed
 - c. Completed – The worksheets have been completed and saved.
5. Summary – The Summary page for both worksheet recommendations.
6. DNA Records (if available)

The screenshot shows the E-Worksheets dashboard. At the top, there's a header with the Alabama state seal and the text "E-Worksheets". Below the header, there's a navigation bar with "Dashboard", "Search", and "Logoff". The dashboard area shows the date "Wednesday, August 01, 2007" and a "Change Password" link. A user login message indicates the user is logged in as MELISA.MORRISON. The main section is titled "DASHBOARD" and includes a "Cases" tab. A list of cases is displayed, with columns for Defendant Name, City, Case Number, Sex, DOB, Filing Date, JID, Status, Summary, and DNA. A red arrow points to the case for ADAMS ANITA MICHELLE, which has a case number of 3700CC200700002700 and a status of "Not Started". To the right of the case list, there are two panels: "HEARING DESCRIPTIONS" with checkboxes for various hearing types, and a "CALENDAR" for August 2007.

Defendant Name	City	Case Number	Sex	DOB	Filing Date	JID	Status	Summary	DNA
ADAMS ANITA MICHELLE	HEADLAND	3700CC200700002700	XXXXXX	XXXXXX	04/13/2007	CLL	Not Started	Summary	N/A
ANDERS TERRY	ABBEVILLE								
ANDERSON RYAN	ABBEVILLE								
APLIN SANDRA GAIL	NEWVILLE								
ARRINGTON ALMAD LEVAR	DOTHAN								
ASHLEY CHARLES RAIFORD	PEACHTREE CITY								
BAILEY JAMES WILLIAM	SLOCOMB								
BAKER CALVIN TERRELL	ABBEVILLE								
BENSON LUCINDA B	COLUMBIA								
BENTON DANIEL DEAN	HEADLAND								
BENTON MICHAEL DANIEL	DOTHAN								
BIGHAMS JOHNNIE MACK	HEADLAND								
BILLS ROBERT LEE	FIVE POINTS								
BLACKMON JEREMY DEVENCE	SHORTERVILLE								
BLANKENSHIP BILLY HUGH	ABBEVILLE								
BOATWRIGHT JAMES RICKY	ABBEVILLE								
BRADLEY ALLEN KEITH	EUFULA								
BRADLEY CHARLES	EUFULA								

You will also notice a plus sign beside each Casenumber. By clicking the plus sign, it will expand to display information regarding that particular case. The information displayed is:

1. Offense at Filing (Literal)
2. Statute
3. Type - (Felony)
4. Classification - (A, B, or C)
5. Worksheet – the specific worksheet that the offense belongs to or if it is a non-worksheet offense
6. Score – most serious offense score for a worksheet offense
7. Punishment – for a non-worksheet offense, the statutory punishment range
8. Yellow icon document – clicking the icon will take you to the worksheet stated in the worksheet column

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#) You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

DASHBOARD

[All](#) [A-C](#) [D-F](#) [G-I](#) [J-L](#) [M-O](#) [P-R](#) [S-U](#) [V-X](#) [Y-Z](#)

Cases MERGE ADD NEW CASES

Henry

Defendant Name	City
ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE

Case Number	Sex	DOB	Filing Date	JID	Status	Summary	DNA
3700CC200700002700	XX	XXXXXX	04/13/2007	CLL	Not Started	Summary	N/A

Literal	Statute	Type	Class	Worksheet	Score	Punishment
POSS/REC CONTR. SUBS	13A-012-212	F	C	Drugs	71	

HEARING DESCRIPTIONS

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET
- ☐ ARRAIGNMENT
- ☐ PROBATION
- ☐ PRELIMINARY HEARING
- ☐ CALL DOCKET

CALENDAR

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Step 3: Completing the In/Out Worksheet

By clicking on the icon from the Dashboard for a worksheet offense, the application will display the In/Out Worksheet to be completed, followed by the Sentence Length worksheet.

The first item to complete is the Case Information Section, located in the first section of the In/Out worksheet. The Case Information Section contains:

1. Offense – the most serious offense will be displayed after you make a selection in the Most Serious Conviction Offense factor
2. Defendant's Name – displayed automatically
3. Judge - displayed automatically
4. Probation Officer – type in the Probation Officer's name
5. Worksheet Preparer, Title
6. Case No. - displayed automatically
7. DA/Asst. DA – select a DA/ADA from the list or select Other to type in a name not listed
8. Defense Attorney – type in the Defense Attorney's name

The case information section is automatically populated from the information entered by the Court Clerk. If you need to edit this information, click the Edit Case Info button.

**Case
Information
Section**

The screenshot shows the 'E-Worksheets' application interface. At the top, there's a header with the state seal and the title 'E-Worksheets'. Below the header, there's a navigation bar with 'Dashboard', 'Search', and 'Logoff' links. A status bar indicates the date 'Wednesday, August 01, 2007' and a 'Change Password' link. The user is logged in as 'MELISA.MORRISON' and is viewing the 'Drug Prison In/Out Worksheet'. The 'Case Information Section' is highlighted with a red box and contains the following fields:

Offense		Case No.	3700CC200700002700	EDIT CASE INFO
Defendant	APLIN SANDRA GAIL	DA/Asst. DA	VALESKA A DOUGLAS	
Judge	CHARLES L LITTLE	Defense Attorney		
Probation Officer		User Name	MELISA.MORRISON	
Worksheet Preparer Name, Title				

Below the Case Information Section, there are two columns of options for the 'Most Serious Conviction Offense' and 'Number of Prior Adult Felony Convictions'. The 'Most Serious Conviction Offense' column includes options like 'Possession of Marihuana or Controlled Substance', 'Felony DUI', 'Sale/Distribution of Marihuana (other than to minor)', and 'Sale/Distribution of Schedule I-V (other than to minor)'. The 'Number of Prior Adult Felony Convictions' column includes options from 'None' to '5 or more'. Each option has a corresponding checkbox and a score value.

Completing the Factors on the In/Out Worksheet

There are multiple factors contained on each In/Out worksheet. Read each factor carefully and make your selection by clicking on the check box located next to the score for each item. The score selected will automatically populate the score box for each factor. The only exception is the first factor, the Most Serious Conviction Offense. ***You must click on the offense located in the Most Serious Conviction Offense section rather than the check box to make your selection.*** The offense selected will then be displayed in red in the Offense listing of the Case Information Section.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#) You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

[Drug In/Out](#) [Drug Sentence](#)

DRUG PRISON IN/OUT WORKSHEET

Offense: **FELONY DUI**
Defendant: ARLIN SANDRA GAIL
Judge: CHARLES L LITTLE
Probation Officer: temp
Worksheet Preparer Name, Title: melisa

Case No.: 3700CC200700002700 [EDIT CASE INFO](#)
DA/Asst. DA: VALESKA A DOUGLAS
Defense Attorney: unknown
User Name: MELISA.MORRISON

Most Serious Conviction Offense		Number of Prior Adult Felony Convictions	
Possession of Marihuana or Controlled Substance	<input type="checkbox"/> 1	None	<input type="checkbox"/> 0
Felony DUI	<input checked="" type="checkbox"/> 4	1	<input type="checkbox"/> 2
Sale/Distribution of Marihuana (other than to minor)	<input type="checkbox"/> 6	2	<input checked="" type="checkbox"/> 3
Sale/Distribution of Schedule I-V (other than to minor)	<input type="checkbox"/> 6	3	<input type="checkbox"/> 5
		4	<input type="checkbox"/> 6
		5 or more	<input type="checkbox"/> 7
Score	4	Score	3

Number of Prior Adult Convictions for Misdemeanors or Violations		Prior Incarceration with Sentence Imposed of 1 Year or More	
0-1	<input type="checkbox"/> 0	If Yes	<input checked="" type="checkbox"/> 3
2-5	<input checked="" type="checkbox"/> 1	If No	<input type="checkbox"/> 0
6-9	<input type="checkbox"/> 2	Score	3
10 or more	<input type="checkbox"/> 3		
Score	1		

Prior Probation or Parole Revocation		Number of Prior Juvenile Delinquency or YO Adjudications (Violation/Misd/Felony)	
If Yes	<input checked="" type="checkbox"/> 1	0	<input type="checkbox"/> 0
If No	<input type="checkbox"/> 0	1-2	<input type="checkbox"/> 1
Score	1	3-4	<input checked="" type="checkbox"/> 2
		5 or more	<input type="checkbox"/> 3
		Score	2

E-Worksheets Trusted sites 100%

Recommendation of the In/Out Worksheet

After completing all of the factors on the In/Out worksheet, the application will automatically add the scores and display one recommendation based on the total score value. The non-prison or prison recommendation will be displayed in the bottom left-hand corner of the page, including possible sentencing options.

Most Serious Conviction Offense		Number of Prior Adult Felony Convictions	
<u>Possession of Marihuana or Controlled Substance</u>	<input type="checkbox"/> 1	<u>None</u>	<input type="checkbox"/> 0
<u>Felony DUI</u>	<input checked="" type="checkbox"/> 4	<u>1</u>	<input type="checkbox"/> 2
<u>Sale/Distribution of Marihuana (other than to minor)</u>	<input type="checkbox"/> 6	<u>2</u>	<input checked="" type="checkbox"/> 3
<u>Sale/Distribution of Schedule I-V (other than to minor)</u>	<input type="checkbox"/> 6	<u>3</u>	<input type="checkbox"/> 5
Score <input type="text" value="4"/>		<u>4</u>	<input type="checkbox"/> 6
		<u>5 or more</u>	<input type="checkbox"/> 7
		Score <input type="text" value="3"/>	
Number of Prior Adult Convictions for Misdemeanors or Violations		Prior Incarceration with Sentence Imposed of 1 Year or More	
<u>0-1</u>	<input type="checkbox"/> 0	<u>If Yes</u>	<input checked="" type="checkbox"/> 3
<u>2-5</u>	<input checked="" type="checkbox"/> 1	<u>If No</u>	<input type="checkbox"/> 0
<u>6-9</u>	<input type="checkbox"/> 2	Score <input type="text" value="3"/>	
<u>10 or more</u>	<input type="checkbox"/> 3		
Score <input type="text" value="1"/>			
Prior Probation or Parole Revocation		Number of Prior Juvenile Delinquency or YO Adjudications (Violation/Misd/Felony)	
<u>If Yes</u>	<input checked="" type="checkbox"/> 1	<u>0</u>	<input type="checkbox"/> 0
<u>If No</u>	<input type="checkbox"/> 0	<u>1-2</u>	<input type="checkbox"/> 1
Score <input type="text" value="1"/>		<u>3-4</u>	<input checked="" type="checkbox"/> 2
		<u>5 or more</u>	<input type="checkbox"/> 3
		Score <input type="text" value="2"/>	
Possession/Use of a Deadly Weapon or Dangerous Instrument			
<u>If Yes</u>		<input type="checkbox"/> 2	
<u>If No</u>		<input checked="" type="checkbox"/> 0	
Score <input type="text" value="0"/>			
Total Score <input type="text" value="14"/>			
8 or more points: Prison Department of Corrections DOC at Community Corrections			
<input type="button" value="Validate"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			

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The next step is to click the Validate button. This button will check for completion of all items and factors on the worksheet. If the application finds information not completed, a message box will appear requesting that you complete those factors. The application will not allow you to move forward until all factors are selected. If the message box appears stating “Validation Success”, click the Next button to take you to the Sentence Length worksheet.

The Help button displays the detailed directions of how to complete each factor.

The screenshot shows a web-based worksheet for a Probation Officer. The form is titled "Most Serious Conviction Offense" and includes several sections for selecting factors and their scores. A "Validation Success" dialog box is displayed in the center, indicating that the validation process is complete. The "Validate" button at the bottom of the form is circled in red, along with the dialog box. The "Total Score" is 14.

Factor	Score
Possession of Marihuana or Controlled Substance	1
Felony DUI	4
Sale/Distribution of Marihuana (other than to minor)	6
Sale/Distribution of Schedule I-V (other than to minor)	6
Number of Prior Adult Felony Convictions	3
Number of Prior Adult Convictions for Misdemeanors or Violations	0
Prior Incarceration with Sentence Imposed of 1 Year or More	3
Prior Probation or Parole Revocation	1
Adjudicated Delinquency or YO Adjudications (Violation/Misd/Felony)	2
Possession/Use of a Deadly Weapon or Dangerous Instrument	0

Total Score: 14

8 or more points: **Prison**
Department of Corrections
DOC at Community Corrections

Buttons: Validate, Next, Cancel, E-Mail, Help, Generate PDF

URL: http://worksheets.alacourt.gov/DrugPrisonInOut.aspx?CaseID=617428&ChargeID=1593828&Off=5138&Tab=4#

Completing the Factors on the Sentence Length Worksheet

There are multiple factors contained on each Sentence Length worksheet. Read each factor carefully and make your selection by clicking on the check box located next to the score for each item. The score selected will automatically populate the score box for each factor.

Included in the Case Information Section of the Sentence Length worksheet is the most serious offense, defendant's name, and casenumber. These fields have already been populated and require no further entry by you. In addition, the Most Serious Conviction Offense factor is automatically selected based on your selection from the In/Out worksheet.

Case Information Section

Drug In/Out		Drug Sentence	
DRUG PRISON SENTENCE LENGTH WORKSHEET			
Offense FELONY DUI		Case No 3700CC200700002700	
Defendant APLIN SANDRA GAIL			
Most Serious Conviction Offense		Number of Additional Felony Convictions(Including Counts)	
Felony DUI/Possession of Marihuana	<input checked="" type="checkbox"/> 42	None	<input type="checkbox"/> 0
Unlawful Possession of a Controlled Substance	<input type="checkbox"/> 71	1	<input type="checkbox"/> 15
Sale/Distribution of Marihuana(other than to minor)	<input type="checkbox"/> 84	2	<input type="checkbox"/> 29
Sale/Distribution of Schedule I-V(other than to minor)	<input type="checkbox"/> 113	3	<input type="checkbox"/> 44
Score	42	4 or more	<input type="checkbox"/> 58
		Score	
Number of Prior Adult Felony Convictions		Number of Prior Adult Felony Class C Convictions	
None	<input type="checkbox"/> 0	None	<input type="checkbox"/> 0
1	<input type="checkbox"/> 10	1	<input type="checkbox"/> 7
2	<input checked="" type="checkbox"/> 20	2	<input type="checkbox"/> 14
3	<input type="checkbox"/> 30	3	<input type="checkbox"/> 21
4	<input type="checkbox"/> 40	4	<input type="checkbox"/> 28
5 or more	<input type="checkbox"/> 50	5	<input type="checkbox"/> 35
Score	20	6	<input type="checkbox"/> 43
		7 or more	<input type="checkbox"/> 50
		Score	
Prior Incarceration With Sentence Imposed of 1 Year or More			
If Yes		<input checked="" type="checkbox"/> 14	
If No		<input type="checkbox"/> 0	

Continue making your selection for each factor.

NOTE: If the exact same factor is on both worksheets (In/Out and Sentence Length), the score selected from the In/Out worksheet will automatically populate on the Sentence Length worksheet with the corresponding score.

Drug In/Out		Drug Sentence	
DRUG PRISON SENTENCE LENGTH WORKSHEET			
Offense FELONY DUI		Case No 3700CC200700002700	
Defendant APLIN SANDRA GAIL			
Most Serious Conviction Offense Felony DUI/Possession of Marihuana <input checked="" type="checkbox"/> 42 Unlawful Possession of a Controlled Substance <input type="checkbox"/> 71 Sale/Distribution of Marihuana(other than to minor) <input type="checkbox"/> 84 Sale/Distribution of Schedule I-V(other than to minor) <input type="checkbox"/> 113 Score 42		Number of Additional Felony Convictions(Including Counts) None <input type="checkbox"/> 0 1 <input type="checkbox"/> 15 2 <input type="checkbox"/> 29 3 <input type="checkbox"/> 44 4 or more <input type="checkbox"/> 58 Score 	
Number of Prior Adult Felony Convictions None <input type="checkbox"/> 0 1 <input type="checkbox"/> 10 2 <input checked="" type="checkbox"/> 20 3 <input type="checkbox"/> 30 4 <input type="checkbox"/> 40 5 or more <input type="checkbox"/> 50 Score 20		Number of Prior Adult Felony Class C Convictions None <input type="checkbox"/> 0 1 <input type="checkbox"/> 7 2 <input type="checkbox"/> 14 3 <input type="checkbox"/> 21 4 <input type="checkbox"/> 28 5 <input type="checkbox"/> 35 6 <input type="checkbox"/> 43 7 or more <input type="checkbox"/> 50 Score 	
Prior Incarceration With Sentence Imposed of 1 Year or More If Yes <input checked="" type="checkbox"/> 14 If No <input type="checkbox"/> 0			

Recommendation of the Sentence Length Worksheet

After completing all of the factors on the Sentence Length worksheet, the application will automatically add the scores and display the Recommended Sentence Range based on the total score value. The sentence range for a straight prison sentence (in months) and a split sentence (in months) will be displayed.

Drug In/Out **Drug Sentence**

DRUG PRISON SENTENCE LENGTH WORKSHEET

Offense **FELONY DUI**

Defendant **APLIN SANDRA GAIL** Case No **3700CC200700002700**

Most Serious Conviction Offense		Number of Additional Felony Convictions(Including Counts)	
Felony DUI/Possession of Marihuana	<input checked="" type="checkbox"/> 42	<u>None</u>	<input type="checkbox"/> 0
Unlawful Possession of a Controlled Substance	<input type="checkbox"/> 71	<u>1</u>	<input type="checkbox"/> 15
Sale/Distribution of Marihuana(other than to minor)	<input type="checkbox"/> 84	<u>2</u>	<input type="checkbox"/> 29
Sale/Distribution of Schedule I-V(other than to minor)	<input type="checkbox"/> 113	<u>3</u>	<input type="checkbox"/> 44
	Score 42	<u>4 or more</u>	<input type="checkbox"/> 58
			Score

Number of Prior Adult Felony Convictions		Number of Prior Adult Felony Class C Convictions	
<u>None</u>	<input type="checkbox"/> 0	<u>None</u>	<input type="checkbox"/> 0
<u>1</u>	<input type="checkbox"/> 10	<u>1</u>	<input type="checkbox"/> 7
<u>2</u>	<input checked="" type="checkbox"/> 20	<u>2</u>	<input type="checkbox"/> 14
<u>3</u>	<input type="checkbox"/> 30	<u>3</u>	<input type="checkbox"/> 21
<u>4</u>	<input type="checkbox"/> 40	<u>4</u>	<input type="checkbox"/> 28
<u>5 or more</u>	<input type="checkbox"/> 50	<u>5</u>	<input type="checkbox"/> 35
	Score 20	<u>6</u>	<input type="checkbox"/> 43
		<u>7 or more</u>	<input type="checkbox"/> 50
			Score

Prior Incarceration With Sentence Imposed of 1 Year or More

If Yes ☒ 14

If No ☐ 0

Score **14**

Total Score: 76

See Prison Sentence Length Recommendation Table

Recommended Sentence Range **13 Months To 65 Months(Straight); 6 Months To 18 Months(split)**

Validate Save Cancel Help

E-Worksheets Trusted sites 100%

The next step is to click the Validate button. This button will check for completion of all items and factors on the worksheet. If the application finds information not completed, a message box will appear requesting that you complete those factors. The application will not allow you to move forward until all factors are selected. If the message box appears stating “Validation Success”, click the Next button to take you to the Summary page.

The Help button displays the detailed directions of how to complete each factor.

The screenshot displays the "DRUG PRISON SENTENCE LENGTH WORKSHEET" application. The interface includes tabs for "Drug In/Out" and "Drug Sentence". The "Drug Sentence" tab is active, showing the following information:

- Offense: **FELONY DUI**
- Defendant: **APLIN SANDRA GAIL**
- Case No: **3700CC200700002700**

The worksheet is divided into several sections for inputting conviction data:

- Most Serious Conviction Offense:** Includes checkboxes for Felony DUI/Possession of Marihuana (checked, score 42), Unlawful Possession of a Controlled Substance (score 71), Sale/Distribution of Marihuana (other than to minor) (score 84), and Sale/Distribution of Schedule I-V (other than to minor) (score 113). The total score for this section is 42.
- Number of Additional Felony Convictions (Including Counts):** Includes checkboxes for None (checked, score 15), 1 (score 29), 2 (score 44), 3 (score 58), and 4 or more (score 15). The total score for this section is 15.
- Number of Prior Adult Felony Convictions:** Includes checkboxes for None (checked, score 5), 1 (score 6), 2 (score 7), 3 (score 8), 4 (score 9), and 5 or more (score 10). The total score for this section is 5.
- Number of Prior Adult Felony Class C Convictions:** Includes checkboxes for 0 (checked, score 7), 1 (score 14), 2 (score 21), 3 (score 28), 4 (score 35), 5 (score 43), and 6 or more (score 50). The total score for this section is 7.
- Prior Incarceration With Sentence Imposed of 1 Year or More:** Includes checkboxes for If Yes (checked, score 14) and If No (score 0). The total score for this section is 14.

The **Total Score** is **98**.

At the bottom, there is a section for the **Recommended Sentence Range** with input fields for "Months To" and "Months(Straight)", and a "Validate" button circled in red. Other buttons include "Save", "Cancel", "E-Mail", "Help", and "Generate PDF".

A "Windows Internet Explorer" dialog box is overlaid on the worksheet, displaying a yellow warning icon and the text "Validation Success". The "OK" button is visible.

The URL bar at the bottom shows: <http://worksheets.alacourt.gov/DrugPrisonSentence.aspx?CaseID=61742&ChargeID=159382&Off=513&Tab=4&Conv=2&Impi>

Summary Page

The last page is the Summary page that displays the recommendations from both the In/Out and Sentence Length worksheets. The casenumber (or multiple casenumbers if combined for one sentencing event), defendant's name, and detailed information about the most serious conviction offense are included on the Summary page. Review the given recommendations and click Save. The application will take you back to the Dashboard for you to continue with next case.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#) You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

WORKSHEET FINAL SUMMARY

Case Number : 3700-CC-2007-000027.00 Defendant Name : APLIN SANDRA GAIL

Offense at Conviction	Statute	Type	Class	CA Date	Worksheet Type
DUI - FELONY	032-05A-191(A)&(H)	F	C	08/31/2006	Drugs

DUI - FELONY

[Click Here To Print Completed Worksheet](#)

In/Out Recommendation

In/Out Recommendation : Prison

Sentence Length Recommendation

Recommended Sentence Range : 13 Months to 65 Months(straight) 8 Months to 27 Months(split)

[Click here to enter the reasons for departure](#)

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After consideration and review of the recommendations, if a judge decides to sentence outside of the recommended sentence range, you have the option on the Summary page to provide a reason for departure as stated by the judge or select from examples in the drop-down box.. The reasons for departure are optional but will be extremely helpful to the Sentencing Commission in determining future modifications. There are two reasons for departure options: (1) type in a reason in the comments box or (2) select a reason type and reason(s) for departure from the drop down box.

1. Select Reason Type

- a. Above Sentence – Reason for sentencing above the worksheet recommendation
 - b. Below Sentence – Reason for sentencing below the worksheet recommendation

2. Select a Reason for Departure

To add multiple reasons for departure, click on a reason from the drop-down list and click the button Add Reason.

E-Worksheets

Dashboard Search Logoff

Wednesday, August 01, 2007 [Change Password](#)

You're currently logged in as : MELISA.MORRISON Woodham Charles ,Anderson Larry ,Holloway Denny ,Jackson Edward ,Little Charles

WORKSHEET FINAL SUMMARY

Case Number : 3700-CC-2007-000027.00 Defendant Name : APLIN SANDRA GAIL

Offense at Conviction	Statute	Type	Class	CA Date	Worksheet Type
DUI - FELONY	032-05A-191(A)&(H)	F	C	08/31/2006	Drugs

DUI - FELONY

[Click Here To Print Completed Worksheet](#)

In/Out Recommendation

In/Out Recommendation : Prison

Sentence Length Recommendation

Recommended Sentence Range : 13 Months to 65 Months(straight) 8 Months to 27 Months(split)

Click here to enter the reasons for departure

Select Reason Type : ☐ Above Sentence ☐ Below Sentence

Comments :

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NOTE: In some circumstances, you have the option of completing multiple worksheets. If multiple worksheets are completed for a case, i.e. the Drug and Property worksheet, the recommendations from both worksheets will be displayed on the Summary page. At this point you will choose a recommendation from the list by selecting the radio button [O] located next to the offense and click Save.

Completion of the Worksheets

When both worksheets have been completed for a case, the Dashboard will update the status of the worksheets. The Worksheet Status column will state “Completed” and a green check mark will be displayed.

An icon will now be displayed on the offense line indicating that a pdf form is available for this particular case that includes a snapshot of both the completed In/Out worksheet and the completed Sentence length worksheet. You can save this pdf form to your computer, print this form, or email the form as an attachment to other parties involved with this case.

The screenshot displays the E-Worksheets dashboard. At the top, there's a header with the state seal and the title "E-Worksheets". Below the header, there's a navigation bar with "Dashboard", "Search", and "Logoff" options. The dashboard shows the user is logged in as MELISA.MORRISON. The main section is titled "DASHBOARD" and includes a "Cases" tab. A list of cases is shown, with columns for Defendant Name, City, Case Number, Sex, DOB, Filing Date, JID, Status, Summary, and DNA. The case for ADAMS ANITA MICHELLE is highlighted. Below the list, a detailed view of the case is shown, including a table with columns for Literal, Statute, Type, Class, Worksheet, Score, and Punishment. The "Status" column for the highlighted case is "Completed", and a green checkmark icon is displayed next to it. On the right side, there's a "HEARING DESCRIPTIONS" section with checkboxes for various hearing types, and a "CALENDAR" section showing the month of August 2007.

Defendant Name	City
ADAMS ANITA MICHELLE	HEADLAND
ANDERS TERRY	ABBEVILLE
ANDERSON RYAN	ABBEVILLE
APLIN SANDRA GAIL	NEWVILLE

Case Number	Sex	DOB	Filing Date	JID	Status	Summary	DNA
3700CC200700002700	XXXXXX	XXXXXX	04/13/2007	CLL	Completed	Summary	N/A

Literal	Statute	Type	Class	Worksheet	Score	Punishment
DUI - FELONY	032-05A-191(A)&(H)	F	C	Drugs	42	

Merging Multiple Cases to Create One Sentencing Event

To merge multiple cases for one sentencing event, click the square boxes located next to the casenumbers you would like to merge. After you have selected the cases, a green check mark will appear. Now click the Merge button located at the top of the Dashboard. This will merge the cases selected into one sentencing event.

The screenshot displays the E-Worksheets dashboard interface. At the top, there is a navigation bar with 'Dashboard', 'Search', 'Administration', and 'Logoff' links. Below this, a status bar shows the date 'Friday, September 29, 2006' and the user 'You're currently logged in as : SATYA Circuit 2'. The main section is titled 'DASHBOARD' and contains a 'Cases' tab with sub-tabs for 'Butler', 'Crenshaw', and 'Lowndes'. A 'MERGE' button is circled in red. Below the tabs, a table lists cases for 'BROOKS ALFREIDA GREGORY' in 'RUTLEDGE'. Two cases are selected, indicated by checkboxes and a green checkmark. A red arrow points to the first checkbox. The table columns include Case Number, Sex, DOB, Filing Date, JID, Status, Summary, and DNA. Below the table, there are links for 'JAMES JOHNATHAN', 'LANHAM JAMES', and 'MURPHY CYNTHIA H'. On the right side, there is a 'CALENDAR' section for September 2006 and a 'HEARING DESCRIPTIONS' section with checkboxes for 'BENCH TRIAL', 'HEARING', 'JURY TRIAL', 'DISPOSITION DOCKET', 'PLEA DOCKET', 'PRETRIAL HEARING', and 'SENTENCE DOCKET'.

Defendant Name	City
BROOKS ALFREIDA GREGORY	RUTLEDGE



Case Number	Sex	DOB	Filing Date	JID	Status	Summary	DNA
<input checked="" type="checkbox"/> 2400CC200600009700	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	07/24/2006	HEM	Not Started	Summary	N/A
<input checked="" type="checkbox"/> 2400CC200600009800	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	07/24/2006	HEM	Not Started	Summary	N/A

Literal	Statute	Type	Class	Worksheet	Score	Punishment
BURGLARY 2ND DEGREE	13A-007-006	F	B	Property	70	

HEARING DESCRIPTIONS

- ☐ BENCH TRIAL
- ☐ HEARING
- ☐ JURY TRIAL
- ☐ DISPOSITION DOCKET
- ☐ PLEA DOCKET
- ☐ PRETRIAL HEARING
- ☐ SENTENCE DOCKET

After merging multiple cases, those selected will be highlighted with a blue shade to indicate the cases you have merged. Click the + sign located next to each casenumber to expand the case information. You must expand the information for each case merged to determine the most serious offense at conviction. Choose the most serious offense and click the icon located for that offense to complete the worksheet.

E-Worksheets

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[Lowndes](#)

Defendant Name

City

+

BROOKS ALFREIDA GREGORY

Case Number

Sex

DOB

Filing Date

JID

Status

Summary

DNA

2400CC200600009700

XXXXXXXXXXXXXX

07/24/2006

HEM

Combined

Summary

N/A

Literal

Statute

Type

Class

Worksheet

Score

Punishment

BURGLARY 2ND DEGREE

13A-007-006

F

B

Property

70

+

2400CC200600009800

XXXXXXXXXXXXXX

07/24/2006

HEM

Combined

Summary

N/A

Literal

Statute

Type

Class

Worksheet

Score

Punishment

POSS FORGED INSTR 2ND

13A-009-006

F

C

Property

42

+

JAMES JOHNATHAN

RUTLEDGE

+

LANHAM JAMES

HOPE HULL

+

MURPHY CYNTHIA H

HIGHLAND HOME

CALENDAR

<<

>>

September 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

HEARING DESCRIPTIONS

☐ BENCH TRIAL
 ☐ HEARING
 ☐ JURY TRIAL
 ☐ DISPOSITION DOCKET
 ☐ PLEA DOCKET
 ☐ PRETRIAL HEARING
 ☐ SENTENCE DOCKET

Non-Designated Users

For those who are not designated as official worksheet preparers, the option is available for completing nonofficial worksheets online. The log-on page has a link [Click here for more information about E-Worksheets](#) that will allow non-registered users to choose from the three different worksheets (drugs, property, and personal). These worksheets have the same interactive functionality, however, they do not save the information to the Sentencing Commission's database as the official record.

